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DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
INTRADEPARTMENTAL CORRESPONDENCE

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SCHR Members

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Memorandum

To: Michael Bridges  
Undersecretary

From: Susan Pellegrin *SP*  
Human Resources Director

Subject: SCHR Recommendations

Date: May 22, 2009

BY TRC DATE 5-27-09  
BY \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_

The following is a summary of actions recommended by the SCHR at its May 19, 2009 meeting:

1. To defer action on the Office of Operations' request to reallocate Assistant District Administrators for Business and Business Directors in CCCD and Traffic Services from Administrative Program Director 3 (AS 620) to Administrative Program Director 4 (AS 622) until such time that a new DOTD Program Manager job series is approved by Civil Service and an evaluation of these positions' placement within the new series can take place.
2. To adjust participation limits for Dual Career Ladder (DCL) positions to 20% of all positions within the series in accordance with CS General Circular #1759 for the Engineer, Engineering Technician, Environmental, and Information Technology job series as well as to limit the Department to one (1) Geologist DCL. All DCL policies will be updated and submitted to the Civil Service Commission for approval.
3. To revise the Engineering Technician 5 allocation criteria to address the growing problem of Engineering Technician 5 positions lacking enough lower-level functional subordinates to lead in District Construction Gangs. Engineering Technician 5's serving as Construction Inspectors will be allocated as such, based upon the following criteria:
  - Functional supervision over 2 or more lower-level ET's, OR
  - Highly complex/specialized duties, characterized by ALL of the following:
    - Coordinates all phases of a construction project
    - Serves as the primary contact with, and communicates daily with, the contractor's project superintendent OR oversees Consultant Engineer & Inspection (CE&I) contracts, AND
    - Provides functional supervision over 1 or more lower-level ET

RECOMMENDED FOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

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AN EQUAL OPPORTUNITY EMPLOYER  
A DRUG-FREE WORKPLACE

*[Signature]*  
APPROVED \_\_\_\_\_ DATE 5-22-09

4. To amend PPM #21, Substance Abuse and Drug-Free Workplace Violence Policy, in accordance with Executive Order BJ 08-69, which prohibits drug testing for employees transferring from one state executive agency to another without a break in service.
5. To amend PPM #33, Promotions, Reallocations, Reassignments, and Details Policy, to reflect changes as a result of the implementation of Civil Service's LACareers on-line system.
6. To amend PPM #27, Temporary Appointments Policy, to reflect changes to the Westaff rates as well as to reflect changes as a result of the implementation of Civil Service's LACareers on-line system.
7. To amend PPM #29, Employee Conduct Policy, to include a requirement for all DOTD employees to provide home/private cell phone numbers as a condition of employment.

The SCHR agreed to take no further action on revising DOTD's policy for exception to a mandatory 7% pay cut for employees who voluntarily demote into lower-level positions, as data presented by HR did not reflect a clear abuse of voluntary demotions.

Additionally, SCHR requested HR to coordinate with Section Heads/District Administrators in order to determine which vacant positions will be planned for in the Department's T.O. After determining which of these vacancies will be "funded," all "unfunded" vacancies will be subject to abolishment if vacant for three or more years.

Finally, the SCHR discussed the use of T.O. over-hires and strategies to determine the proper amount of over-hires for each Office. The Undersecretary and Deputy Undersecretary will meet with DOTD's Budget Administrator and clarify whether T.O. can be shared between programs. Once this information is clarified, a strategy to use T.O. over-hires will be finalized and presented for approval.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.